



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: March 4, 2008

SUBJECT: Fire Department Monthly Report for January 2008

### **Report in Brief**

The Woodland Fire Department's Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council. This report summarizes four specific areas of the Fire Department's operation: Overtime, Incident Response, Fire Prevention and Training. This year, the Fire Department updated its Monthly Status Report format to include a wider variety of information. The report is formatted by division (Administration, Operations, Fire Prevention and Training) and covers the key projects and/or activities for the month.

Attached for the City Council's review is the Fire Department's Monthly Report for January, 2007.

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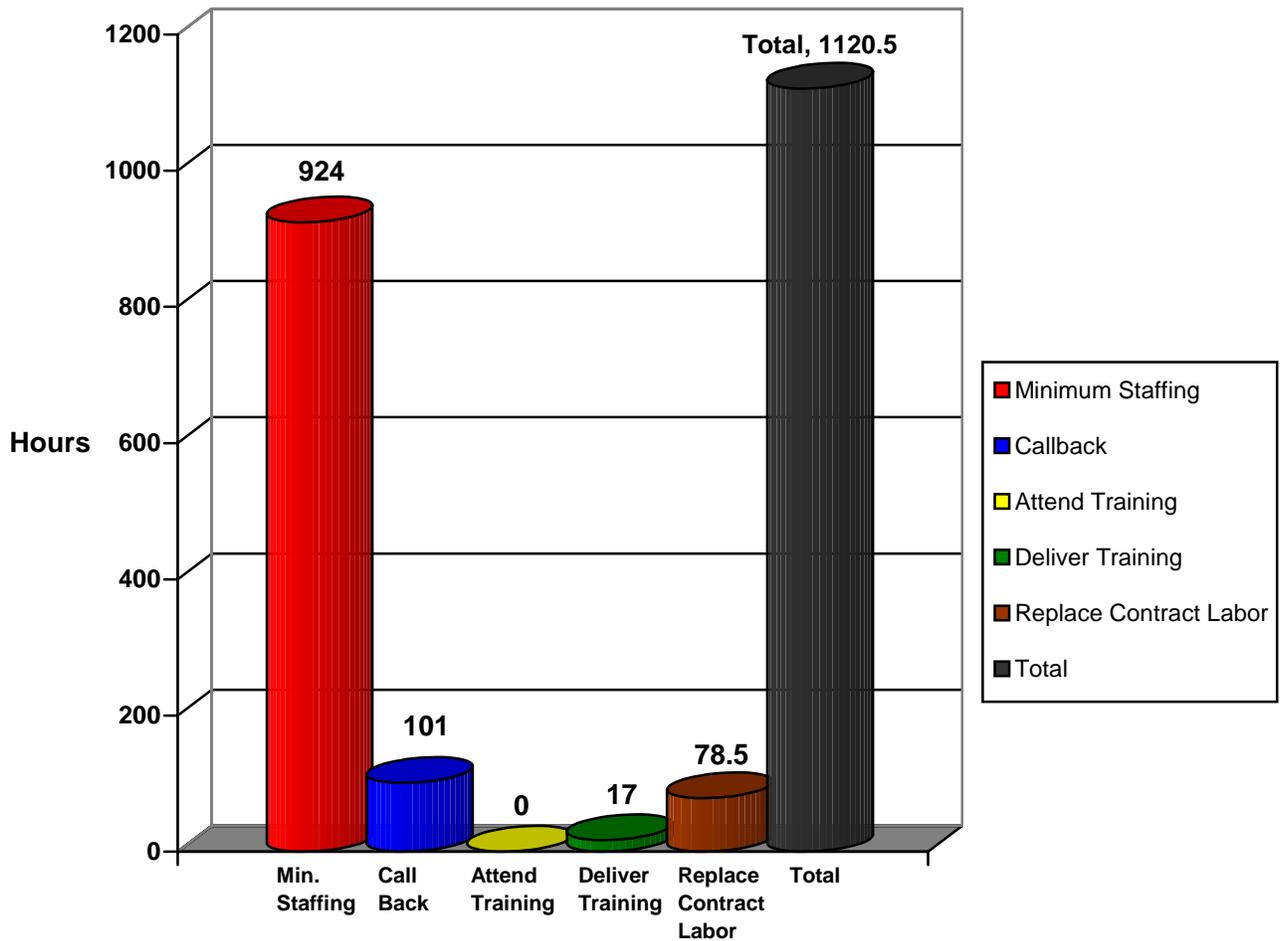
Mark G. Deven  
City Manager

# Woodland Fire Department Monthly Status Report January 2008



The Woodland Fire Department Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

**ADMINISTRATION** - The Cost of Overtime for the month of January was **\$43,454.56**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of January 1, through January 31, 2008.

## **ADMINISTRATION** (CONT'D)

There were a total of **1120.5**-overtime hours worked during the month of January for a total of **\$43,454.56**. They include:

- 924-hours of **Minimum Staffing** at a total cost of **35,938.37** for the month of January 2008. (*In the City of Woodland, a minimum of 3-4 Firefighters (Captain, Engineer and Firefighters) have to be available per company at all times to respond to incidents*).
  - There was an average of **770** Minimum Staffing overtime hours needed to complete staffing requirements for the period January 2007 – January 2008 at an average cost of **\$26,879.96** per month. Minimum staffing decreased, but was affected this month due to the use of vacation compounded by the lack of regular staffing from injuries and loss of personnel. This brings the total average number of hours to **9,236** at an average annual cost of **\$322,559.51**.
- 101-hours were needed for **Call Back Staffing** at a total cost of **\$3,981.41** for the month of January 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
  - Although the monthly total for January decreased, the average of **221** Call Back Staffing overtime hours needed to complete staffing requirements for the period January 2007 – January 2008 increased due to the severe weather responses made for the period at an average cost of **\$7,335.52** per month. At present, the total anticipated number of hours should reach **2651.5** at a cost of **\$88,026.18**.
- 0-hours were need for **Attending Training** at a total cost of **\$0.00** for the month of January 2008. (*Attending Training is necessary to ensuring that all mandatory training requirements for both full-time and volunteer personnel are completed*).
  - There was an average of **23.13** hours spent attending training, at an average cost of **\$776.62** per month for the period January 2007 – January 2008. There were no classes attended for the month of January. Due to the decrease in participated hours, the annual average of anticipated hours for Attending Training should reach **277.5** at a total cost of **\$9,319.43**.
- 17-hours were needed to **Deliver Training** at a cost of **\$709.77** for the month of January 2008. (*On-going training beyond the recruit level keeps skills current, enhances teamwork among crew members, and encourages the introduction of new ideas and techniques to the Department*).
  - There was an average of **51.75** hours spent delivering training, at an average cost of **\$1,865.36** per month for the period January 2007 – January 2008. Hours in this area decreased in the month of January, but should remain constant as new classes are offered. The resulting total anticipated hours for Delivering Training should reach **621** at a total cost of **\$22,384.29**.
- 78.5-hours were needed for **Replacement Labor** at a cost of **\$2,825.01**. (*Replacement Labor is necessary when employees work in areas outside their normal duties, (i.e., installation of new and upgraded hardware and software for computerized systems)*).
  - There was an average of **66.46** hours spent for replacement labor, at an average cost of **\$2,825.01** per month for the period January 2007 – January 2008. There was a slight increase in this area due to the number of injured personnel working in this area as opposed to the call back or minimum staffing areas. The total anticipated hours for Replacement Labor should reach **797.5** at a cost of **\$26,524.98**.

*Note: Trends analysis projections derived from actual hours and costs during the period: January 2007 – January 2008.*

**ADMINISTRATION** *(CONT'D)*

*Budget Issues*

Staff is in the processes of researching and developing the new 2008/09 budget.

*Policy Coordination*

There are no new policy issues at this time.

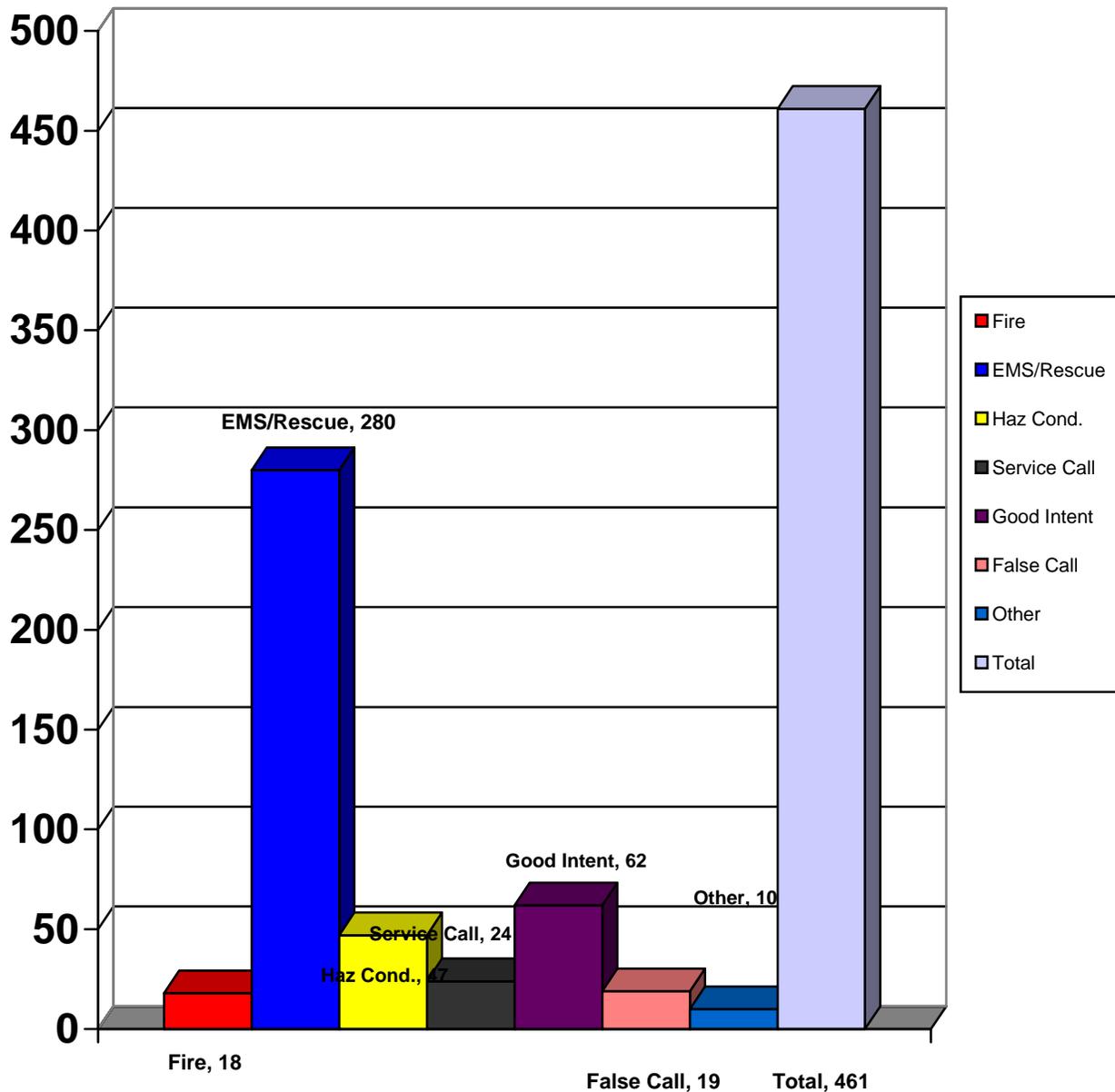
*Web Page*

Staff members transferred all data from the old intranet to the new intranet.

## OPERATIONS

### Incident Activity

# Current Month By Incident Type



The graph above is a visual summary of the number of incidents that the Fire Department responded to during the weeks January 1, through January 31, 2008. This is in comparison to the annual totals of each type of incident.

## OPERATIONS

### *Incident Activity (cont'd)*

There were a total of **461 Incidents** that the Fire Department responded to in the month of January. They included:

- **18 Fires** that took place in the month of January, for a current annual total of **18**. The **18 fires** included:
  - **4-passenger, road freight or transport vehicle fires**
  - **3-building fires or structures other than buildings**
  - **1-cooking fire**
  - **1-cultivated vegetation, crop fire**
  - **2-dumpster, trash receptacle fires**
  - **7-fire, other**
- **280 EMS/Rescues** took place in the month of January, for a current annual total of **280**. The EMS/Rescues included:
  - **5-Rescue and Emergency Medical Calls**
  - **61-Calls requiring medical assistance**
  - **178-EMS Calls for people with injuries**
  - **9-vehicle accidents with injuries**
  - **18-motor vehicle accidents with no injuries, and**
  - **9-motor vehicle/pedestrian accidents**
- There were **47** responses that involved **Hazardous Conditions**, bringing the current annual total to **47**. The Hazardous Conditions included:
  - **6-gasoline, oil or chemical spills**
  - **36-electrical wiring, power lines down, arching, shorted electrical equipment**
  - **2-aircraft standby**
  - **3-hazardous conditions, other**
- There were **34 Public Service Calls** handled in the month of January, for a current annual total of **34**. The Public Services Calls included:
  - **3-Persons in distress, other**
  - **9-Calls to assist police or other governmental agencies**
  - **16-calls for public service**
  - **5-invalid public assistance calls**
  - **1-unauthorized burning**

*(The public services calls include anything from water problems, to smoke and odor removal).*
- **62 Good Intentions** calls were responded to in the month of January, for a current annual total of **62**. The calls included:
  - **29-calls that were cancelled en route**
  - **4-CAD errors**
  - **19-no incident found on arrivals**
  - **6- smoke or odor of smoke**
  - **1-hazmat release investigation w/no hazmat**
  - **3-Good intent call, other**

*(These are reports of a fire that turns out to be other things, (i.e.-smoke from dust, etc.).*
- There were **19 False Alarm Calls** made in the month of January, for a current annual total of **19**.

**Total Incidents to Date for 2008 - 461**

**Average Response Time for First Due Units: Fire: 5.33 Minutes EMS: 5.08**

## **FIRE PREVENTION**

### *Commercial Projects*

- There have been a total of **231** on-going commercial developments/plan reviews that are in various stages of completion within the City of Woodland. Fees for large commercial projects are collected at the beginning of the project, and on an interim basis as the project progresses. The Fire Prevention Division receives a percentage of the total fees collected to offset inspection costs. Specialists conducted:
  - **59** business license/permit inspections
  - **17** plan reviews, which included hood systems, new business license inspections and new commercial building fire code inspections
    - **8** commercial business inspections

*(Plan review inspections for commercial projects include the initial plan review, 4 inspections & 1 re-submittal of plans at a cost of \$717.00/riser + \$2.00/sprinkler head. Business License inspections are \$165.00/ea. Permits inspections are determined by the type of permit needed. Tenant Improvements are \$421.00/riser + \$2.00/sprinkler head).*

### *Residential Projects*

- A total of **268** residential projects have been on-going throughout the year. Of these projects, the Specialists conducted:
  - **53** residential automatic sprinkler system inspections

*(Plan review inspections include the initial plan review, 2 inspections & 1 re-submittal of plans at a cost of \$354.00/riser. Tenant Improvement plan reviews are \$284.00/riser).*

### *Weed Abatement*

- The staff spent **5** hours on weed abatement projects.

### *Arson Investigation*

- **0** investigations were performed in the month of January.

### *Public Education*

The Fire Department provides public education to the citizens of Woodland. In the month of January, the following Public Education events took place:

- Boy Scouts of America (1/19/08) Training Adult Leader Program (600+ Community Mtg)
- Woodland High School (1/23/08) Career Day (11<sup>th</sup> & 12<sup>th</sup> Grade)

### *Mapping*

Updates were made to the Palm Gardens and St. John's maps. Conversions were made of several apartment maps from 3.5" discs to the new program being used in order to update them as needed. Saving them with our new system will enable us to eliminate these and other unused map documents from the 'N' Drive, freeing up space on the 'N' Drive for other uses. FTP (File Transfer Protocol) system online with YCESSA was set up. This will make transferring files to and from other departments easier, and eliminate the need to burn CD's or emailing them

## **FIRE PREVENTION**

### *Mapping (cont'd)*

back and forth, which was difficult due to size. Testing was performed on the system, which worked wonderfully with Davis Fire Department.

A back-up CD of all changes made last year was created, which was then stored in a secure site. The files are also backed up to a second memory stick to assure the most information that can be lost is one month's worth of information.

## **TRAINING**

The following is a summary of training activities conducted in the Fire Training Division during the weeks of January 1, through January 31<sup>st</sup>, 2008. During the month of January the following activities occurred at the Woodland Fire Department Training Division:

A total of 1153.5 hours of training were conducted at the Training Center including:

- 18-hours of Fire Prevention January 9, 10, & 11<sup>th</sup>, 2008
- 12-hours of Fire RMS Training January 14, 24, & 30<sup>th</sup>, 2008
- 24-hours of EMS Skills Testing January 15, 16, & 17<sup>th</sup>, 2008
- 12-hours of Haz Mat Training January 18, 28, & 29<sup>th</sup>, 2008
- 12-hours of Hose Training January 25, 29, & 30<sup>th</sup>, 2008

During the month of January, career staff reported a total of **982** hours of training (App. A), resulting in an average of **22.3** hours of training per person.

The reserve staff reported a total of **102** hours of training (App. B) for an average of **6.38** hours of training per person. The reserve staff completed training EMS Skills, Hose, Haz Mat, & PPE Training.

Total hours of training for the Battalion Chiefs can be found in Appendix C.

**Highlights for the month of January:** The Department meeting with Chief Cahill & City Manager Mark Deven, Swearing in Ceremony for Captain Kanzler & Engineer Minges, Fire Prevention Specialist Jose Colin~ Congratulations! Also, the department Hearing Tests – as one audiologist's pointed out it is difficult for men to hear the pitch of a woman's voice I think this is an Urban Myth...

### **January ~ 2008 Training Hour(s):**

<b>Line staff:</b>	<b>982</b>
<b>Battalion Chiefs:</b>	<b>69.5</b>
<b>Reserve:</b>	<b>102</b>